

Employee ID / Name Removed Patrick Machacek	Sheet ID 0000007383
Comment	Business Purpose NorQuest Expense Claim



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2014/08/29	GRADSTU	Financial support - Executive MBA Program as per Return Service Agreement dated June 18, 2014	6900	10	19000	999			20,000.00

I certify that the information provided is an accurate record of expenses incurred by me.  
I certify that these expenditures were incurred on college business, have not been previously paid, and comply with college policy.

Removed in accordance with FOIP

Employee Signature: [Signature] Date: Sept 5/2014

Removed in accordance with FOIP

Approved by: Dr. Jodi Abbott Date: Sept 8/2014

Print Name: \_\_\_\_\_

Total Expenses:	20000.000	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	20000.000	
Amount Due Vendor:	0.000	

COPY



**Return Service Agreement – Executive MBA Program**  
**RETURN SERVICE AGREEMENT**

BETWEEN: NorQuest College  
(hereinafter called "the College")

And

Patrick Machacek  
(hereinafter called "the Employee")

1. In consideration for the financial support granted by the College to the Employee to complete the Executive MBA Program, the Employee hereby agrees to Return Service to the College as identified as follows:

<b>Fiscal Year Funding Provided</b>	<b>Amount of Funding</b>	<b>Period of Return Service</b>
2014-2015	\$20,000	July 1, 2014 – December 31, 2016
2015-2016	\$20,000	January 1, 2017 – June 30, 2019

2. If the Employee voluntarily terminates employment with the College, or is terminated for cause, prior to the expiry of the return service period, the Employee agrees to repay to the College all or a portion of the financial assistance, calculated in accordance with the following formula, and interest, from the effective date of termination of employment to the date the financial assistance is repaid in full.

$$\text{Repayment} = \frac{\text{total amount of financial Assistance granted} \times \text{number of months remaining in the return service period}}{\text{total number of months in the return service period}}$$

3. Interest payable under section 2 of this Agreement shall be calculated at an annual rate of five percent (5%).
4. A repayment under section 2 of this Agreement must be made before the effective date of termination of the Employee's employment, unless the Employee has undertaken to make installment payments in accordance with a payment plan agreed to by the President of NorQuest College, or authorized designate, and signed by the Employee.
5. Unless arrangements have been made for installment payments, if any amount remains unpaid by the Employee on the effective date of termination of his/her employment, the College may subtract that amount from any amount that is owing to the Employee by the College.
6. The employee is obligated to provide successful proof of completion for the program.

7. The President of NorQuest College may adjust the length of the return service period if the period of the financial assistance changes from that set out above.
8. The President of NorQuest College may waive any obligation of the Employee under this Agreement if the President considers it appropriate to do so.
9. Either party may propose an amendment to this Agreement by giving notice in writing to the other party. If the other party agrees with the amendment, both parties must sign the amending Agreement.
10. Notice under section 8 must be given personally or by prepaid registered mail at the following addresses:

To the College at: NorQuest College  
10215 – 108 Street  
Edmonton, Alberta T5J 1L6

To the Employee at: Patrick Machacek  
(Name of Participant)

Removed in accordance  
(Address)

Removed in accordance  
(City, Province, Postal Code)

This Agreement is signed on the 18 day of June, 2014.

Removed in accordance with FOIP

NorQuest College, as represented by the  
President and CEO

Removed in accordance with FOIP

(Name of Participant)  
Patrick Machacek  
Vice-President Transformation & CAO